

SAINTGITS GROUP OF INSTITUTIONS



ROLES & RESPONSIBILITIES

MANAGEMENT:-

Executive Chairman

1. Approval of Quality Policy
2. Planning for introduction of new courses
3. Approval of Financial budgeting
4. Approval of Financial requirements
5. Monitoring the Institution's performance
6. HR Activities
7. Provision of resources
8. Initiating and implementing corrective and preventive actions as required
9. In – charge of customer related processes.
10. Chair the Management review meetings
11. Analyzing the Student feedback and initiating appropriate actions in consulting with Head of the Institution
12. Oversees Co-ordination with AICTE/UNIVERSITY/GOVERNMENT & other statutory institutions.

Chief Operating Officer & Associate Provost

1. Planning for the resources
2. Providing the resources for daily operation
3. Co-ordination for material purchases along with Executive Chairman
4. Monitoring performance of departments
5. Monitoring the Quality objectives
6. Analyzing the Data with reference to Quality Objective and initiate proper Corrective and Preventive Action to achieve Continual Improvement
7. To ensure that the Quality policy and objectives are well understood by all, implemented and maintained
8. Review of resources and plan for new technology and equipments
9. Approval of Suppliers and Purchases
10. Reviewing records pertaining to Quality management system
11. To co-ordinate with the top management and resolve any issues pertaining to statutory requirements

12. To initiate corrective and preventive actions as appropriate
13. To identify training needs and initiate training activities

ACADEMIC HEADS:-

Principal

1. Planning Course management and control
2. Managing daily administration activities
3. Approval of Time tables and course delivery materials
4. Ensuring statutory requirements of AICTE / UNIVERSITY / GOVERNMENT & Other statutory institutions.
5. Maintenance of discipline in the Institution
6. Identifying the resource needs and co-ordinate with the management for the provision of the same.
7. Taking appropriate corrective and preventive actions for the service and system related non – conformances as may be needed for time to time.
8. Ensure that the examinations and tests are conducted as per the plan, rules and regulations
9. Managing Student Related issues where required
10. All other activities needed for ensuring good results and high placement for students and development of faculty and the institution as a whole.

DEAN – Post Graduate & Doctoral Studies

Key Responsible Areas:-

- Facilitation and promotion of the development of Post Graduate studies and strategic direction of research within the faculty.
- Improvement in the quality and impact of Post Graduate studies and research.
- The growth of local, national and international research collaboration.

Specific Responsibilities within each broad area is as following:-

Policy and Leadership:-

- Provide advice to the Principal on all matters relating to quality improvement of Post Graduate studies.
- Facilitate growth of research activity in the faculty including developing mechanism and targets to achieve this.
- Develop and coordinate strategies for maximizing faculty success in gaining external research funding.

- Maintain and disseminate current information about relevant research policy areas and initiatives in Government in the profession and in relevant industries including external funding opportunities.

Research Enhancement:-

- To work with the faculty of different departments to establish and develop faculty research priorities.
- Advise Head – SAINTGITS Centre for Innovation and Entrepreneurship to promote spirit of innovation among faculty and students and also realize timely commercialization opportunities.
- Facilitate research mentorship within and across various departments.

Research Scholarship and Staff Development:-

- Advise staff and students about forthcoming research opportunities and alert staff to opportunities for grants.
- Coordinate department level workshops and staff development activities on research related issues.
- Providing support for improving the quality of applications for grant and increasing funding success rates.
- Encourage and devise activities to attract higher quality of students and faculty.
- Supporting faculty recruitment and retention measures.

Representation to the external community:-

The Dean (PG & DS) is responsible for ensuring that the various departments establish, maintain and enhance effective relations with stakeholders like University, business community, relevant professions, employers groups, students and families.

Head of the Departments

1. Planning of course delivery
2. Ensuring that the faculties deliver the Courses in time
3. Approval of department time table in consultation with Principal
4. Monitoring the performance of the Faculties
5. Co – ordinate with the principal for the provision of resources
6. Assist Principal during the audits by AICTE / UNIVERSITY / GOVERNMENT & Other statutory institutions.
7. Monitor the student performance and initiate appropriate actions for non conformances in services as well as systems

8. Monitor that the Tests and Examinations as per the plan, set standards, rules and regulations.
9. Ensuring harmony and conducive environment in the department

FACULTY:-

1. Preparing the Time table and course delivery plans
2. Ensure that the courses are delivered as per the plans, Syllabus
3. Ensure proper maintenance of the equipments in the institution(Laboratory as well as Work Shops)
4. Maintain the discipline among the student community
5. Ensure examinations are conducted as per the set rules and regulations.
6. Maintain the student related records and documents
7. Maintain the examination and result related records and documents.
8. Ensure that the student welfare activities are implemented.
9. All other activities needed for ensuring good results and high placement for students and developing own research and academic capability and that of the department

OTHER KEY PERSONNEL:-

Associate Registrar

- Attend all HOD meetings for providing inputs towards achieving academic excellence.
- As custodian of the all the assets of the institution, will co-ordinate allotment of classes and facilities to various departments and other offices
- Ensure maintenance of records for all assets and sanction physical movement within and outside the Campus.
- Oversee the preparation and day to day maintenance of all documents needed for accreditation of courses and ensuing continued maintenance of the same and updating the documents in this connection.
- Coordinating all applications, correspondence, liasoning and follow-up with authorities like University, DTE/Government, AICTE, NBA, NAAC etc. He will be the Coordinator of the NBA Nodal Centre at Saintgits
- Co-ordination of periodic performance appraisal of the faculty and recommending performance incentives.
- As Secretary of the college development council, collect inputs from various HODs and formulates plans for increasing all facilities.

- Co-ordination of the internal Examinations and also University Examination held at the institution.
- Apart from the above, teaching responsibility for one theory subject for undergraduate course is also included.

KTU - Chief Academic Coordinator

The Chief Academic Coordinator will be responsible for the overall planning, coordination and implementation of APJ Abdul Kalam Technological University guidelines with regard to academics in SAINTGITS College of Engineering. The Chief Academic Coordinator will fulfill his duties and responsibilities in consultation with the Principal.

The responsibilities are:

- To provide guidelines for the smooth conduct of academics in the institution
- Ensure and facilitate academic audit
- Ensure and facilitate examination process
- To finalize the timetable in accordance with the University curriculum

All departments are expected to provide full support to the Chief Academic Coordinator for the smooth implementation of regulations and directions of the APJ Abdul Kalam Technological University in the institution.

Manager – Office Administration

1. Ensure maintenance of all the documents and records connected with administration of the institution.
2. Co-ordinate with the visitors and clarify regarding the course requirements.
3. Maintain the records and documents pertaining to the AICTE as well as UNIVERSITY and higher education department/students.
4. Providing periodic reports to the Chief Operating Officer for monitoring performance of the employees
5. To ensure and maintain stock records of stationery and consumables in labs and workshops.